

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
CHILD AND FAMILY SERVICES AGENCY**



**Contracts and Procurement Administration**

**SYNOPSIS OF PRE-PROPOSAL CONFERENCE  
FOR  
MAINTENANCE & SUPPORT FOR FACES.NET  
CFSA-09-R-0001**

**Date:** September 3, 2009

**Time:** 2:00 p.m.

**Location:** Child and Family Services Agency (CFSA)  
Contracts and Procurement Administration (CPA)  
955 L'Enfant Plaza, SW  
North Building, Suite 5200  
Washington, DC 20024

(1.) Prospective offerors attending Pre-Proposal Conference were:

- \*Mitchell/Martin, Inc.
- \*System's & Methods, Inc.
- \*Deloitte Consulting
- \*Northrop Grumman
- \*MVS, Inc.
- \*CSF

(2.) The meeting was conducted by Calvin L. McFadden, Contract Specialist with CFSA/CPA. The following CFSA staff members were in attendance and/or part of the panel:

- Pamela Glover
- Ernest Hunter
- Vikas K. Bhatia
- Brady Birdsong
- Tara Sigamoni
- Cheryl Anderson
- Charelle Davis
- Jacque McDonald

(3.) The meeting was convened by Mr. McFadden who cited some general issues before opening the floor to the prospective offerors for both technical and contractual questions. The general issues were as follows:

- Any information given at the pre-proposal conference does not change the contents of the Request for Proposals (RFP). Changes in content will only be made by a formal amendment issued by the contracting officer of CFSA.
- Section I.4.5 through I.4.6 starting on page 36 will be deleted
- Section G.9 – CFSA will insert dollar amount
- Section J – Attachment J.2.7, Performance Evaluation form is now posted on CFSA's website, and there are copies available for those who wish to pick up one
- L-8 Questions about the Solicitation should be received no later than Wednesday September 9, 2009.

(4.) Mr. McFadden gave a brief summary of the content of the RFP as follows:

- The RFP provides for:
  - A firm fixed price contract for Maintenance and Support tasks for FACES.NET.
- The scope of work consist of:
  - The contractor shall provide Maintenance and Support (M&S) services for CFSA's web-base Statewide Automated Child Welfare Information System (SACWIS), FACES.NET.

(5.) The floor was opened to prospective offerors who had questions regarding the RFP. Each person asking a question was instructed to state their name and the name of the company they represent.

The meeting was adjourned at approximately 3:30 PM..

This is only a synopsis of what occurred at the pre-proposal conference and is in no way intended to be a precise verbatim account of the communication that took place and is provided for informational purposes only.

Responses to the questions asked were posted and are available on CFSA's website at [www.cfsa.dc.gov](http://www.cfsa.dc.gov), Contracting Opportunities. Questions requiring a change to the solicitation were addressed via addenda No. 1 and 2, also available on CFSA's website.